



Job Description

POSITION SPECIFICS

Job Title:	Project Engineer Intern
Department:	Project Management
Reports To:	Construction Division Manager
Prepared Date:	

ROLE

Summary: The Project Engineer is responsible for reviewing project requirements including estimates, change orders and proposals. Interact and communicate effectively with company management, administrators, project managers, field personnel, subcontractors, design team professionals and clients

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Updates company labor forecasts
- Coordinates company permit requirements
- Manages project paper flow
- Maintains project files
- Supervises preparation of submittals, operating and maintenance manuals, and as-built drawings
- Procures material and equipment
- Assists in estimating work by overseeing cost estimates and proposals
- Assists with monthly labor and project forecasts
- Assists with change order pricing and negotiation
- Assists in marketing efforts
- Assists with billings
- Develops positive relationships with customers, subcontractors, vendors, and fellow employees
- Additional tasks as assigned

Supervisory Responsibilities

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Team player – ability to interface with construction and design team
- Strong work ethic
- Manage multiple tasks simultaneously
- Strong communication skills

Education/Experience

Currently enrolled in a Bachelor's degree program or equivalent from a four-year College in Construction Management architecture, Mechanical Engineering or related business study.

Computer Skills

Proficiency with Microsoft Word, Excel, and Outlook required. Proficiency with email required. Familiarity with CAD programs, MS Project and Bluebeam preferred.

Certificates and Licenses

Valid Driver's License required with acceptable driving record.

WORKING CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee could be frequently exposed to moving mechanical parts and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock while in the field. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee is regularly required to sit for long periods of time. Employee must be able to work in close contact with small and large groups. Frequent hearing and talking is required.

Travel including occasional overnight travel is required. The employee must be able to safely drive an automobile to and from client sites.

The employee will be required to lift up to 35lbs.